

11 JAN 1982

MEMORANDUM FOR: Chief, Classification Review Division  
Chief, Information and Privacy Division  
Chief, Records Management Division  
Chief, Regulations Control Division

FROM:

[REDACTED]  
Executive Officer, Office of Information Services

STAT

SUBJECT: Five-Year Plan for the Office of Information Services

REFERENCE: My memorandum dated 1 December 1981; Same Subject  
(OIS 81-1017/3)

1. The Office Long-Range Plan provided to you with reference was approved by the Deputy Director for Administration. He has scheduled the first quarterly review meeting for 21 January 1982 at 1000 hours in the Office's conference room.

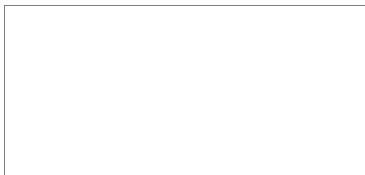
2. The purpose of the review is to discuss progress and problems covering the Office's objectives. The basic guideline will be the milestone chart of the first year objectives. We should all be prepared to discuss those objectives scheduled for completion by January 1982, as well as any of the other objectives listed which are underway.

3. Office objectives were determined based on the overall DDA goals. You will note they deal heavily with personnel and efficiency and the services of common concern we provide to the Agency. Based on discussions with [REDACTED], the DDA Management Officer, I believe Mr. Fitzwater will be interested in seeing how our progress is helping to accomplish those goals. We should all review those goals and in our individual presentations attempt to show how we are contributing to their accomplishment. STAT

4. As part of the first such review, the Director of Information Services will present an overview of the entire Office, stressing the development of the MI Career Sub-Group. Each Responsible Officer for the objective listed on the milestone chart will then follow. I think it appropriate that each presentation be a review of the overall objective noting accomplishments to date and problems which might preclude meeting future milestones. We do not have to mention each activity planned, and in future review meetings we may even eliminate some individual presentations.

5. Since Mr. Fitzwater would like to hold the meeting to about one hour, individual presentations will have to be kept short. Each Division Chief should figure on 10 minutes. Assuming that there may be questions, please do not plan to use all of your allotted time for your initial presentation. As soon as your presentation is completed and questions answered, please pass the floor to the next person listed on the attached agenda.

6. There will be a dry-run of the briefing in the OIS conference room on Monday, 18 January, at 1000 hours. Please be prepared to present an outline of what will be given at the 21 January review meeting.



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Attachment:  
As stated

cc: D/OIS  
DD/OIS

OFFICE OF INFORMATION SERVICES

Five-Year Plan Review Meeting

21 January 1982 - 1000 hours

1207 Ames Building

AGENDA

[redacted] Director of Information Services	Office Overview and Development of the MI Career Sub-Group	STAT
[redacted] Executive Officer, OIS	Personnel Policies and Training Program	STAT
[redacted] Chief, Regulations Control Division	Agency Regulatory System	STAT
[redacted] Chief, Classification Review Division	Review of Agency Information	STAT
[redacted] Chief, Information and Privacy Division	Requests for Release of Agency Information	STAT
[redacted] Chief, Records Management Division	Agency Records Management Program	STAT